

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **LEAD AUTOMOTIVE MECHANIC**

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Jurisdictional Class: **Non-Competitive**  
Date Adopted: **June 4, 1999**  
Date Revised: **March 31, 2004**  
Jurisdictions: **Schools, County**  
Union Status: **County - CSEA**  
Pay Grade: **13**

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**DISTINGUISHING FEATURES OF THE CLASS:** A Lead Automotive Mechanic repairs and adjusts automotive equipment and may be assisted by one or more automotive mechanics. The work is skilled and involves the responsibility for overhauling and repairing a wide variety of automotive equipment which may include heavy-duty or diesel equipment such as bulldozers and graders. The class is distinguished from that of automotive mechanic by requiring greater experience and skill and leading a small number of lesser skilled automotive mechanics in their work. Incumbents work under general direction and have considerable leeway in planning and assigning the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only):

Leads and participates in performing the following duties:

Examines vehicle, discusses with operator the nature and extent of damage or malfunction and plans work procedure;

Raises vehicle with jack or hoist to gain access to underside;

Disassembles vehicle or units and inspects parts for wear;

Repairs equipment including trucks, tractors, graders, bulldozers, buses, etc.;

Removes units such as engine, transmission, or differential;

Repairs, replaces or adjusts ignition systems, transmissions, brake systems, clutches, heating and cooling systems, steering mechanisms;

Repairs, replaces or adjusts parts such as pistons, rods, gears, valves, shock absorbers, headlights and bearings, axles, carburetors, blowers, generators, distributors, starters, pumps, hoses and belts;

Rebuilds parts such as crankshafts and cylinder blocks;

Rewires ignition system, lights, and instrument panel;

Relines and adjusts brakes;

Aligns front end;

Mends damaged body and fenders by hammering out or filling in dents and welding broken parts;

Installs and repairs accessories such as radios, heaters, mirrors, and windshield wipers;

Greases vehicles, changes oil and filters;

Tunes engines and sets timing;

Operates vehicles to test operational capability;

Cleans shop and work area;

Prepares records as required;

Attaches and removes snow plow blades and other auxiliary equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES and PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of automotive repair methods, of the terminology and tools of the trade and of servicing and maintaining automotive systems and equipment; good knowledge of state and federal laws and rules regarding motor vehicles; good skills in diagnosing and repairing mechanical problems and in welding; ability to make difficult repairs to heavy automotive and other

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mechanical equipment, to work from plans and specifications, to follow rough draft sketches and oral instructions and to lead other workers; good motor and hand and eye coordination and manual dexterity.

### **MINIMUM QUALIFICATIONS:**

#### **Either:**

- (A) An associate degree in auto or diesel mechanics from an accredited college and three (3) years experience as an auto or diesel mechanic, **OR**
- (B) A high school diploma and five (5) years' experience as an auto or diesel mechanic, **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

**SPECIAL REQUIREMENT:** Some appointing authorities may require possession of a New York State driver license of a class appropriate for operating vehicles in the fleet.